



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Contract Administrator 2 [Classified Competitive]			Salary P26 \$64,677.09 - \$92,011.89
Posting Number 113-15	Position Number 937145	Number of Positions 1	Posting Period * From: 7/30/2015 To: 8/13/2015
Location: Management and Administration Office of Financial Services H&A Building, 7th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Develop professional service and commodity contracts for the nine (9) Divisions and two (2) Commissions for the Department. Meet with Divisions to develop scope of work, specification language and evaluation criteria pertinent to contracts. Will act as Contract Manager for all Departmental contracts. Evaluate contracted service for proper usage and effectiveness. Provide the Department with the technical expertise to administer contracts. Reviews contracts to resolve/investigate disputes involving contract compliance, invoicing, quality assurance and financial reporting. Review and approve purchase orders processed by divisions ensuring compliance to all rules, regulations and contract terms. Utilizing the State's purchasing systems, MACS-E and E-Catalog, along with the DOH internal requisition tracking system, ReqTrack, to process orders. Review vendor invoices ensuring compliance with contract terms and financial regulations. Monitor State's accounting system (NJCFS) for proper funding. Provide technical assistance writing Request for Proposal (RFP) for Direct Purchase Authority (DPA) orders over bidding thresholds as determined by Treasury. Must ensure that the rules and regulations set forth are followed. Evaluate bid proposals and award to the vendor whose bid is most expedient to the State, price and other factors included. Create and maintain reports, records and files essential to the contracting of vendors either through contracts issued by Treasury/Purchase Bureau or from the Department.</p> <p>*If you previously applied to posting 088-15 (posted 6/11/15 - 6/25/15) there is no need to resubmit your letter of interest and resume.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) years of experience involving responsibility for some aspect of contract/grant work.)</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to:		You can reply to this posting by emailing your cover letter, resume and application for employment to:	
Chevron Griffin, Executive Assistant 3 Management and Administration Reference Posting #113-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		PSTMA@doh.state.nj.us	
		* Resumes received after the closing date MAY be considered if the position is not filled.	
		** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**